

## **2010 APPLICATION INSTRUCTIONS**

### **BOARD OF ENVIRONMENTAL HEALTH SPECIALISTS**

#### **ENVIRONMENTAL HEALTH SPECIALIST REGISTRATION APPLICATION PACKET**

This application packet should contain the following information:

- 1.) Nine (9) pages of instructions and information
- 2.) A three (3) page application form
- 3.) A Verification of Environmental Health Registration Form
- 4.) A Verification of Professional Experience Form

If your application packet does not contain these items, please contact the Indiana Professional Licensing Agency at (317) 234-2064 or by email at [pla5@pla.in.gov](mailto:pla5@pla.in.gov). For additional information, please visit our website at [www.in.gov/pla/bandc/behs](http://www.in.gov/pla/bandc/behs). **PLEASE NOTE THAT YOU CAN OBTAIN A COPY OF OUR STATUTES AND RULES ON OUR WEBSITE AT [www.in.gov/pla/bandc/behs/statrules.html](http://www.in.gov/pla/bandc/behs/statrules.html).**

### **INSTRUCTIONS AND INFORMATION**

Before completing and submitting your application to the Indiana Professional Licensing Agency, please read all materials and information included with this packet. If you have any questions, please contact the Indiana Professional Licensing Agency at (317) 234-2064 or by email at [pla5@pla.in.gov](mailto:pla5@pla.in.gov).

### **AGENCY ADDRESS**

Board of Environmental Health Specialists  
Indiana Professional Licensing Agency  
402 West Washington Street, Room W072  
Indianapolis, Indiana 46204

### **THE FAIR INFORMATION PRACTICE ACT**

In compliance with IC 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

Your Social Security Number is being requested by this state agency in accordance with IC 4-1-8-1. Disclosure is mandatory, and this record cannot be processed without it.

### **MANDATORY DISCLOSURE OF U.S. SOCIAL SECURITY NUMBER**

Pursuant to Section 7 of the Privacy Act of 1974, you are hereby given notice that disclosure of your U.S. Social Security number on your application is mandatory for the purpose of complying with IC25-1-5-8 and IC 4-1-8-1 which provide that the Indiana Department of Revenue may obtain Social Security numbers from the Indiana Professional Licensing Agency for tax enforcement purposes. In addition, disclosing such number is mandatory in order for the licensing board or committee to comply with the requirements of the federal National Practitioner Data Bank and the Healthcare Integrity and Protection Data Bank 42 U.S.C. §1320(a)-7e(b), 5 USC §552a, 45 CFR Part 60.1, and 45 CFR Part 61.

Failure to disclose your U.S. social security number will result in the denial of your application. Application fees are nonrefundable.

**APPLICATION FOR REGISTRATION  
AS AN ENVIRONMENTAL HEALTH SPECIALIST**

**\*\*All education, experience and examination requirements must be met in order to be granted registration in Indiana.**

**\*\*Licensure, certification or registration in another state does not guarantee registration in Indiana.**

**COMPLETION OF THE APPLICATION PROCESS**

An application shall be considered abandoned if the applicant does not complete the requirements for licensure within one year from the date on which the application was filed. An application submitted subsequent to an abandoned application shall be treated as a new application.

**EXAMINATION/ENDORSEMENT**

The Board has adopted the National Environmental Health Association's (NEHA) examination to obtain registration. You may use current licensure/certification/registration as an environmental health specialist in another state to exempt yourself from the examination, provided you took and passed the NEHA examination to gain licensure/certification/registration in that state.

**PLEASE NOTE:** If you did not take the NEHA examination to receive your licensure/certification/registration you will be required to take the NEHA examination before you will be registered as an environmental health specialist in the State of Indiana.

If you are currently licensed/certified/registered as an environmental health specialist in another state and you will be applying for registration in Indiana on the basis of that license/certificate/registration, please see the section "ENDORSEMENT REQUIREMENTS".

**EXAMINATION REQUIREMENTS**

The requirements for registration as an environmental health specialist through examination are as follows:

**APPLICATION**

Mail completed application along with all required documentation listed below to the Indiana Professional Licensing Agency.

**AFFIDAVIT**

If you answer "Yes" to any of the five (5) questions on the application, you must explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including the violation, location, date and disposition. Letters from attorneys will not be accepted in lieu of your statement, however they may accompany your affidavit.

**APPLICATION FEES**

Applicants must submit a fifty dollar (\$50) application/issuance fee, made payable to the Indiana Professional Licensing Agency. This fee may be submitted by cash, check or money order. We cannot accept payment by credit card. ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

## **NEHA EXAMINATION FEE**

**The cost for the computer based exam is \$225.00.** If you chose to take the computer based test you will need to send NEHA a copy of your electronic exam approval letter along with a certified check or money order to the following address:

**Attn: Heidi Shaw  
NEHA  
720 S. Colorado Blvd., Ste 1000-N  
Denver, CO 80246**

Once NEHA receives your fee and approval letter they will send you a voucher that you must present at the testing center prior to taking the examination.

**THIS APPROVAL IS VALID FOR ONE (1) CALENDAR YEAR FROM THE DATE OF THIS LETTER. IF YOU FAIL TO SIT FOR THE EXAMINATION WITHIN THIS ONE (1) YEAR PERIOD, YOU MUST REAPPLY WITH THE BOARD OF ENVIRONMENTAL HEALTH SPECIALISTS.**

**EXTENSIONS OF THIS DEADLINE WILL NOT BE GRANTED.**

NEHA will forward a copy of your exam results to the Indiana Professional Licensing Agency. Your registration card will be issued after the Indiana Professional Licensing Agency has received notification from NEHA that you have successfully passed their examination. The Board requests your patience during this period of time.

If you have any questions, please contact us by phone at (317) 234-2064 or by email at [pla5@pla.in.gov](mailto:pla5@pla.in.gov).

## **PHOTOGRAPHS**

Applicants must submit two (2) signed and dated photographs taken not earlier than one year prior to the date of application. The photographs should be approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No Polaroid type or laminated cards will be accepted. Attach one photograph to the space provided on page 1 of the application. Submit, but do not attach the second photograph, as it will be used for verification/admission for the examination.

## **VERIFICATION OF EDUCATION**

Applicants must submit official transcripts verifying possession of at least a Bachelor's degree, from an accredited college or university, with at least forty-five (45) quarter hours or thirty (30) semester hours of academic credit in the basic physical, chemical, biological and sanitary sciences.

**NOTE: Transcripts must be original, official transcripts sent directly from the university. Copies or incomplete (not yet showing your degree granted) transcripts are not acceptable.**

## **VERIFICATION OF EMPLOYMENT/EXPERIENCE**

1.) Applicants with a Bachelor's degree must submit verification, from their supervising employer, of being employed in the field of environmental health on a full-time basis for at least two (2) years within the preceding five (5) years. Forward page four (4) of the application to your supervising employer. This form may be duplicated if you received your required experience from more than one employer.

2.) Applicants with a Master's degree in public health with a major in sanitary science or a science degree higher than a baccalaureate degree, and meet the science requirements, is only required

to submit verification of one (1) year of full-time employment in the field of environmental health within the preceding five (5) years. Forward page four (4) of the application to your supervising employer. This form may be duplicated if you received your required experience from more than one employer.

**NAME CHANGE AFFIDAVIT**

If your name currently differs from that on any of your submitted documentation, you must also submit an official affidavit indicating any legal name change or a notarized copy of a marriage certificate.

**ENVIRONMENTAL HEALTH SPECIALIST**  
**COMPUTER BASED EXAM**

**PLEASE NOTE: You must first apply for registration as an environmental health specialist through the Indiana Professional Licensing Agency and be approved to take the examination before you can contact NEHA.**

You can obtain an application and instructions for registration by examination on the IPLA website at [www.pla.in.gov](http://www.pla.in.gov).

The current exam is a computer based test administered through the LASERGRADE TESTING FACILITIES. You can look up the testing center nearest to you by visiting [www.lasergrade.com/locate.shtml](http://www.lasergrade.com/locate.shtml) or by contacting the NEHA credentialing department at 303-756-9090 ext. 339 or ext. 309 for information.

**The cost for the computer based exam is \$225.00.**

If you have any questions, please contact the Board at (317) 234-2064 or by email at [pla5@pla.in.gov](mailto:pla5@pla.in.gov).

**ENDORSEMENT REQUIREMENTS**

The requirements for registration as an environmental health specialist through endorsement are as follows:

**APPLICATION**

Mail completed application along with all required documentation listed below to the Indiana Professional Licensing Agency.

**AFFIDAVIT**

If you answer "Yes" to any of the five (5) questions on the application, you must explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events,

including all related details. Describe the event including the violation, location, date and disposition. Letters from attorneys will not be accepted in lieu of your statement, however they may accompany your affidavit.

### **APPLICATION FEES**

Applicants must submit a fifty dollar (\$50) application/issuance fee, made payable to the Indiana Professional Licensing Agency. This fee may be submitted by cash, check or money order. We cannot accept payment by credit card. ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

### **PHOTOGRAPHS**

Applicants must submit one (1) signed and dated photograph taken not earlier than one year prior to the date of application. The photograph should be approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No Polaroid type or laminated cards will be accepted. Attach the photograph to the space provided on page 1 of the application.

### **VERIFICATION OF EDUCATION**

Applicants must submit official transcripts sent directly from the university verifying possession of at least a Bachelor's degree, from an accredited college or university, with at least forty-five (45) quarter hours or thirty (30) semester hours of academic credit in the basic physical, chemical, biological and sanitary sciences.

**NOTE: Transcripts must be original, official transcripts sent directly from the university. Copies or incomplete (not yet showing degree granted) transcripts are not acceptable.**

### **VERIFICATION OF NEHA EXAMINATION**

Applicants must submit an official score report from the Professional Examination Service (PES) or the National Environmental Health Association (NEHA), verifying a passing score on the registration examination for environmental health specialists.

**PES CAN BE CONTACTED AT:  
Professional Examination Service  
475 Riverside Drive  
New York, NY 10015  
(212) 367-4200**

**NEHA CAN BE CONTACTED AT:  
National Environmental Health Association  
720 South Colorado Boulevard  
Suite 1000-N  
Denver, CO 80246  
(303) 756-9090 Ext. 339  
(303) 691-9490 (Fax)**

### **VERIFICATION OF EMPLOYMENT/EXPERIENCE**

1.) Applicants with a Bachelor's degree must submit verification, from their supervising employer, of being employed in the field of environmental health on a full-time basis for at least two (2) years within the preceding five (5) years. You will need to forward page four (4) of the application to your supervising employer. This form may be duplicated if you received your required experience from more than one employer.

2.) Applicants with a Master's degree in public health with a major in sanitary science or a science degree higher than a baccalaureate degree, and meet the science requirements, is only required

to submit verification of one (1) year of full-time employment in the field of environmental health within the preceding five (5) years. You will need to forward page four (4) of the application to your supervising employer. This form may be duplicated if you received your required experience from more than one employer.

**VERIFICATION OF LICENSE/CERTIFICATE/REGISTRATION IN ANOTHER STATE**

Applicants must complete the top section of page three of the application and submit the form to the appropriate authority in each state in which the applicant currently, or has ever held a license/certificate/registration as an environmental health specialist. This form must be completed by the appropriate state authority and returned directly to the Indiana Professional Licensing Agency. This form may be duplicated.

**NAME CHANGE AFFIDAVIT**

If your name currently differs from that on any of your submitted documentation, you must also submit an official affidavit indicating any legal name change or a notarized copy of a marriage certificate.

**REFERENCE LIST FOR THE NEHA EXAMINATION  
COMPILED BY THE NEHA EXAMINATION REVIEW SUBCOMMITTEE \***

The following references are recommended to help you prepare for taking the examination. Be aware that these materials may NOT contain all of the general knowledge necessary within each content area. Most of these publications are available from NEHA (NEHA member and non-member prices are listed).

**NEHA REHS/RS Study Guide** (Second Edition), NEHA (Member \$149/Non-member \$199, catalog # 517)\*

NEHA's REHS/RS Study Guide has been carefully developed to help prepare the candidate for the REHS/RS exam. The study guide features an overview of the broad field of environmental health and protection and is designed to increase the likelihood of success on the REHS/RS exam. Important references are included for additional study. This 300+ page study guide is part of NEHA's commitment to your professional advancement. We are confident that this guide will become a valuable tool on your career path.

**Environmental Health**, 1997, M.T. Morgan -- (Member \$30/Non-member \$35, Catalog #545)

**Environmental Engineering and Sanitation**, 1992, 4th Ed., J.A. Salvato -- (Member \$199.95/Non-member \$231.95, this price includes supplement, Catalog # 58)\*

**Environmental Engineering and Sanitation**, Supplement: New Tools for the Environmental Engineer/Specialist, 1994, J. A. Salvato and J. E. Beck -- (Member \$77.95/Non-member \$90.50, Catalog # 624)

**Control of Communicable Diseases in Man**, 1995, A. S. Beneson -- (Member \$28/Non-member \$33, Catalog # 573)

**Epidemiology in Medicine**, 1987, C. H. Hennekens -- (Member \$45/Non-member \$52.50, Catalog # 571)

**Emerging Infections-Microbial Threats to Health in the U.S.**, 1992, Institute of Medicine -- (Member \$40/Non-member \$50, Catalog # 536)

**Public Health Law Manual**, 1990, F. P. Grad -- (Member \$45/Non-member \$52.50, Catalog # 565)

**Environmental Law and Enforcement**, 1994, G.I. McGregor -- (Member \$79.95/Non-member \$93.50, Catalog # 566)

**Principles of Food Sanitation**, 1999, N.G. Marriott -- (Member \$63/Non-member \$73.50, Catalog # 126)

**Handbook for Safe Food Service Management**, 1998, Exporior Assesments, LLC -- Member \$37.80/Non-member \$43.50, Catalog # 490)

**Fundamentals of Industrial Hygiene**, 1996, 4th Ed., National Safety Council -- (Member \$178.50/Non-member \$208.25, Catalog # 563)

**"Hantavirus Infection," Morbidity and Mortality Reports**, July 30, 1993/Vol 42/No.RR11, Centers for Disease Control -- (Member \$2/Non-member \$3, Catalog # 564)

**Pool-Spa Operators Handbook**, 1990, L. Kowalsky -- (Not available from NEHA)

**National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs**, 1992, National Center for Education in Maternal and Child Health -- (Not available from NEHA)

**Standards for Adult Correctional Institutions**, 1990, American Correctional Association -- (Member \$58/Non-member \$67, Catalog # 546)

**Emergency Response Guidebook**, 1993, U.S. Department of Transportation -- (Not available from NEHA)

Publications which are available through NEHA may be purchased through their website at <http://www.neha.org>. You may also send or FAX your request to:

**National Environmental Health Association  
720 S. Colorado Blvd., S. Tower, Suite 970  
Denver, CO 80246-1925  
Phone: 303.756.9090  
FAX: 303.691.9490  
Email: [staff@neha.org](mailto:staff@neha.org)**

## ENVIRONMENTAL HEALTH SPECIALISTS

General List of Subjects/Courses, which may qualify as sciences, required by IC 25-32-1-3(b)(1).

Must hold a baccalaureate degree from an accredited college or University and have satisfactorily completed at least forty-five (45) quarter hours or thirty (30) semester hour of academic credit in the basic physical, chemical, biological, or sanitary sciences.

**PLEASE NOTE:** This list of subjects/courses below may qualify as sciences. The list is currently under review by the Board.

- Basic Physical, Chemical, Biological, and Sanitary Sciences
- Agriculture
- Agronomy
- Air Pollution
- Astronomy
- Bacteriology
- Biology
- Botany
- Chemistry
- Communicable Disease Courses
- Community Health
- Computer Science
- Course in Air/Water/Land (Solid/Hazardous/Infectious Waste)
- Earth Science
- Ecology
- Engineering
- Entomology
- Environmental Health
- Epidemiology
- Foodborne, Vetroborne, Waterborne, and Milkborne Disease
- Food Science
- Forestry
- Genetics
- Geography
- Geology
- Hazard Materials Technology
- Health Related Courses in Ventilation
- Histology
- Housing and Institutional Hygiene
- Horticulture
- Human Anatomy and Physiology (other medical courses)
- Hydrology
- Introductory Psychology
- Limnology
- Mathematics
- Nutrition
- Occupational Health
- Pharmacy



- Physics
- Public Health Administration
- Public Health Planning
- Public Health Statistics
- Radiological Health
- Sanitary Engineering
- Toxicology
- Zoology